

ANNUAL OPERATIONS REPORT

THIS REPORT COVERS THE PERIOD OF: JAN. 1ST – DEC. 31ST 200__*
(*Please Complete Year)

COUNTY: _____

PREPARED BY: _____

COURT(S): _____

DATE PREPARED: _____

JUDGE(S): _____

TELEPHONE NO: _____

COURT(S) I.D. NUMBER(S): _____

Judge's signature

Chief Probation Officer's signature

PART I.

1. Is your probation department the only department in your county?

YES ____ NO ____

2. If the answer to question (1) is no, what other court(s) have probation departments?

PART II.

1. Please list the total operation expenses of your probation department, except salaries.

\$ _____

PART III.

1. What office(s) in your county collects monetary restitution?

Probation Dept. ____ Clerk's Office ____ Other (please specify) _____

2. Regardless of who collects restitution, what is the total amount that was collected for your department during the calendar year? \$ _____

PART IV.

What is the total number of felons, misdemeanants and juveniles under probation supervision with your department? Each department should conduct an actual count of persons (not cases) on probation supervision on December 31. **This total should match the supervisions pending at the end of the fourth quarter for the felony, misdemeanor and juvenile reports.**

1. On December 31, how many felons, misdemeanants and juveniles were under probation supervision in your probation department?

Felons _____ Misdemeanants _____ Juveniles _____

PART V.

Please list the following: (1) position or title of the chief probation officer and position or titles of all other probation officers, clerical personnel, and other persons employed by the probation department; (2) the amount spent on each position during the preceding calendar year, regardless if funds come from appropriations or user fees; and (3) whether the position is full or part time. If necessary, attach additional sheets.

NOTE: Please list the position or title in appropriate category, not name of employees.

[illegible]

The probation expenditures reflected on this Report should be consistent with the probation expenditures reflected on the court's Report on Court Expenditures and Budget. Before submitting your report, please verify your figures with those reported on the court's Report on Court Expenditures and Budget.

Mail completed form to: *Division of State Court Administration
115 West Washington Street, Suite 1080
Indianapolis, IN 46204-3466*

Refer questions to: *Kris Suthers*
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